

Real Estate Services Division Annual Report FY 2005-06



**Department of General Services
County of San Diego**



FY 2005-06 HIGHLIGHTS

Engineering

- ▶ Processed 340 legal descriptions in support of acquisition projects, lease projects, and mandatory dedications.
- ▶ Assumed responsibility for road and easement vacation process from the Department of Public Works, including processing of Board actions when needed.
- ▶ Provided mapping and engineering support for all County land development projects by processing legal descriptions.
- ▶ Provided support for the Departments of Public Works, Parks and Recreation, and the Sheriff for the development of public infrastructure.
- ▶ Provided support to the County Auditor and Controller by maintaining the official inventory of County-owned and leased land.
- ▶ Participated in the Youth Employment Preparation Plan (YEPP), providing work experience for underprivileged youth as well as participating in the County's student worker program.
- ▶ Set up procedures for monitoring street vacations in the County's record-keeping systems.
- ▶ Supported Valley Center Recreation District Improvement.
- ▶ Provided reports on "Internal Agreements" between Real Estate Services and other County departments to all division managers on the division-shared computer drive.
- ▶ Posted preliminary Title Reports and all supporting documents on the division-shared drive.
- ▶ Eliminated the maintenance of the Assessor's plat library by accessing the County Assessor's electronic files.

Valuation

- ▶ Completed 24 full project appraisal reports containing a total of 200+ parcels for client departments, primarily for the Department of Parks and Recreation and the Department of Public Works to support parkland acquisition and road improvement projects associated with the County's Capital Improvement Program.
- ▶ Prepared 29 appraisal estimates in support of client department goals.

Acquisition/Relocation

- ▶ Acquired 345 acres of open space land for the Department of Parks and Recreation to add to the total amount of land set aside for the County's Multiple Species Conservation Program (MSCP).
- ▶ Acquired all necessary right-of-way for the Department of Public Works' Highway 54/94 Project in Spring Valley.
- ▶ Acquired all necessary right-of-way for the Department of Public Works' Brandon Road Project in Fallbrook.
- ▶ Acquired all necessary right-of-way for the Wildcat Canyon Road Project in Lakeside.
- ▶ Acquired the Union Street property in downtown San Diego to complete a one-block ownership for the Public Safety Group.
- ▶ With Board of Supervisors' approval, amended County policies on eminent domain.
- ▶ Prepared a Memorandum of Understanding for Transfer Agreement for the La Mesa Library.
- ▶ Acquired 33 easements, 22 rights of entry, and two purchases of mitigation land for the Department of Public Works.
- ▶ Processed eight separate property transactions and eight rights of entry for the Department of Parks and Recreation for the Santa Maria Creek restoration in Ramona.

FY 2005-06 HIGHLIGHTS

Property Management

- ▶ Negotiated 18 new Revenue Lease Agreements with a total monthly rent of \$49,115 and annual total rents of \$589,376.
- ▶ Administered 274 existing revenue leases with total annual revenue of \$10,010,671.



Property Management oversees this revenue lease with the Hartford Insurance Company, which includes their new building on County property in Santee.

- ▶ Negotiated four surplus property sales with total annual revenue of \$10,988,800 in FY 05-06.
- ▶ Renegotiated the parking lease on the Union Street downtown block with Five Star Parking, resulting in an increase in lease revenue of \$21,755 monthly or an annual rent increase of \$261,060.
- ▶ Received \$20,999,447 in combined annual lease and sale revenue for Real Estate Services for FY 05-06.

Acquisition Leasing

- ▶ Negotiated the purchase of a 36,091 square foot office building in Scripps Ranch Business Park for the Air Pollution Control District at a cost of \$7,565,600.
- ▶ Negotiated a new lease agreement for 11,076 square feet of office space for the District Attorney's Public Assistance Fraud Unit in the Kearny Mesa area.
- ▶ Negotiated three lease agreements totaling 46,916 square feet of office space for the Health and Human Services Agency.
- ▶ Negotiated a new lease agreement and expansion of existing premises for the Santee Library, a part of the County library system.
- ▶ Completed the purchase of two office buildings in San Marcos totaling 40,000 square feet for the Assessor/Recorder/County Clerk, the Department of Planning and Land Use, and the Department of Environmental Health.
- ▶ Relocated the Department of Agriculture, Weights and Measures and acquired new office space for the Farm and Home Advisor. This process also required the refurbishment of the existing County-leased space in San Marcos formerly occupied by the Assessor/Recorder/County Clerk.
- ▶ Issued a Request for Qualifications for professional tenant representation brokerage services and awarded a contract with Burnham Real Estate Services for a term of three years.
- ▶ Received an "Approval in Principle" from the Board of Supervisors to lease 24,377 square feet of office space for the District Attorney's South Bay office.
- ▶ Received an "Approval in Principle" from the Board of Supervisors to lease space for the Department of Parks and Recreation headquarters office in Kearny Mesa.



Acquisition Leasing handled purchase of a new building for the Air Pollution Control District in Scripps Ranch.

ABOUT OUR SERVICES

The Real Estate Services Division services County parks, landfills, rights-of-way, office buildings and specialized facilities used by County departments and offices in the implementation of Board-approved programs. It consists of five operating sections: Engineering, Valuation, Acquisition/Relocation, Property Management, and Acquisition Leasing.

Engineering

The Engineering Section supports County property acquisition and leasing activities by preparing legal descriptions, deed and plat maps for contract documents. Other specific services include:

- Prepares right-of-way plans for the Department of Public Works.
- Reviews the work of private consultants when they are used to prepare right-of-way plans.
- Maintains an inventory of all County-owned land.
- Provides services directly to the public during the land subdivision process by preparing documents for mandatory dedications.
- Assumed the road vacation process in FY 05/06 that requires processing Board actions on behalf of the Department of Public Works.
- Provides engineering services to all County departments, the other Real Estate Services sections, and members of the public, particularly relating to lands or roads owned by the County.
- Provides expert witness services related to County interests in real property.
- Provides exhibits for eminent domain purposes.



Engineering provides engineering services to all County departments and the public.



Valuation provides estimates of value for customer departments and supports other Real Estate Services sections.

Valuation

The Valuation Section provides valuation and appraisal services to County departments when property is either sold or acquired in support of County programs. Other services provided by this section are:

- Reviews and approves appraisals from the private sector for property the County is interested in purchasing.
- Provides valuation services to the County Auditor and Controller for the purpose of issuing bonds.
- Maintains a list of contract appraisers available for complex property transactions. The list affords the ability to select contractors based on areas of valuation expertise (e.g. road rights-of-way, parkland valuation, open space valuations and development proposals).
- Maintains a list of the number of appraisers working for the division at any one time, manages all appraisal contracts and approves appraisal reports and their conclusions.
- Provides estimates of value for customer departments on overall valuation needs and special projects.
- Provides market analysis and rental studies of properties.
- Supports the Acquisition/Relocation Section's efforts as well as other County departments such as General Services, Public Works, and Parks and Recreation where property acquisitions are required.

ABOUT OUR SERVICES

Acquisition/Relocation

The Acquisition/Relocation Section acquires rights-of-way, vacant land, building sites and improved property. Staff in this section negotiates with the public to acquire these property rights for County use. Additional services are described below:

- Provides the majority of the section's services to the Departments of Public Works and Parks and Recreation. Section staff also negotiates on behalf of developers to secure public property rights required for development permit approval when developers are unable to complete successful negotiations for those rights.
- Acquires real property via the eminent domain (condemnation) process that follows established procedures set forth in the California Code of Civil Procedure and respects private property rights consistent with Board policy and all recent court decisions.
- Provides escrow services and coordination with contract title insurance companies for County property transactions.
- Provides relocation assistance to individuals and businesses displaced by County projects.

Property Management

Property Management services include leasing, renting or selling County-owned surplus property in accordance with Board of Supervisors' Policy F-51. Other services include:

- Negotiates all leases of County-owned land.
- Processes easements over, under and through County-owned property.
- Advertises, receives offers, and completes sales of excess County property and contracts for the demolition of County buildings.
- Negotiates and processes property exchange agreements.
- Provides real estate guidance to County departments including Public Works, Parks and Recreation, Sheriff, Probation, and the Health and Human Services Agency.
- Enters into complex real estate negotiations and handles disposition and development agreements for large-scale development on County-owned land.



The Acquisition/Relocation Section acquired the needed property for the road widening project on Wildcat Canyon Road in Lakeside.

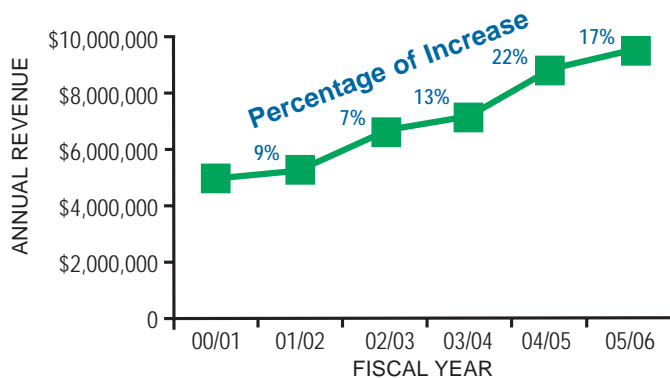


Acquisition Leasing

Acquisition Leasing acquires office space, land and special use facilities from the private sector, often consolidating leases and moving County staff into owned rather than leased facilities. Other services include:

- Obtains office space from the private sector for County departments under the provisions of Board of Supervisors' Policy F-22.
- Manages the purchase, lease, or build-to-suit for County office buildings.
- Manages the construction of all County tenant improvements in leased buildings.
- Develops facility requirements with customer departments, provides estimate of new space costs, and negotiates and manages all County leases where the County is the tenant.
- Prepares Requests for Proposals (RFP), evaluates responses, and selects appropriate site locations.
- Contracts with commercial real estate brokers to provide market research and assistance in negotiation services for all major office lease and purchase transactions.
- Performs annual lease inspections.

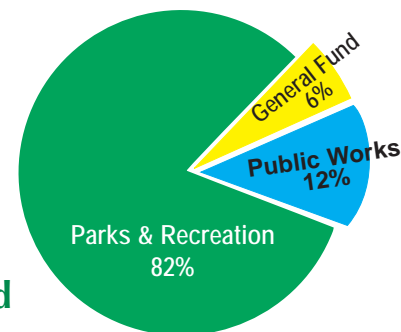
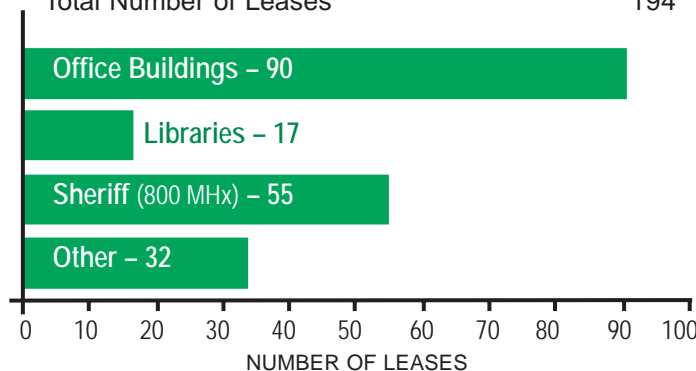
Annual Revenue Lease Income



Acquisition Leasing Section

Fiscal Year End Statistics 2005-2006

Total Square Feet of Leased Buildings 1,320,000
Total Number of Leases 194



Acreage Owned by County Departments

Number of Acres

Parks and Recreation

28,696.80

Public Works

Road Fund

(does not include rights-of-way for streets)

468.87

Airports

2531.65

Inactive Waste

1162.48

General Fund

Animal Services

62.32

Air Pollution Control District

2.14

Assessor/Recorder/County Clerk

6.10

General Services

(includes property in regional centers)

782.61

Health & Human Services Agency

333.05

County Library

13.47

Probation

183.22

Courts

18.03

Sheriff

683.38

Total Acreage 34,944.12



Mission

► To provide cost-effective, efficient, high quality and timely support services to County departments, groups and agencies.

County of San Diego Board of Supervisors

Greg Cox	District 1
Dianne Jacob	District 2
Pam Slater-Price	District 3
Ron Roberts	District 4
Bill Horn	District 5

County of San Diego Department of General Services Real Estate Services Division

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(858) 694-2291

Administration

Chief Administrative Officer	Walter F. Ekard
Assistant Chief Administrative Officer	Helen Robbins-Meyer
Deputy CAO, Community Services Group	Alex A. Martinez
Director, Department of General Services	John J. McTighe (858) 694-2338
Deputy Director, Real Estate Services Division ..	John Kross (858) 694-2290

Helpful Phone Numbers

Chief, Real Estate Services	Cyril Flavin (858) 694-2301
Engineering	Thomas G. Harrington (858) 694-2883
Valuation	Quentin Arvin (858) 694-2732
Acquisition/Relocation	Deborah Bailey (858) 694-3068
Property Management	Carl Harry (858) 694-2317
Acquisition Leasing	Robert Fipp (858) 694-2314